

WBAALAS BOARD MEETING MINUTES

May 4th, 2023, 3:00- 4:00 PM @ Teams Meeting

- **Roll Call** – Traci W., Ashley R., Christine L., Sakara, Dave R., Sakara, Melissa R., La'Akea S., Emily F.
- **Approval of Meeting Minutes** – April Meeting Minutes Unanimously Approved

EVENTS

- **2023 Manager's and Technician Roundtables (Melissa R., Dave R.)**
 - Q2 Virtual Manager Roundtable planning
 - 5/25/23 via Zoom 1pm-2pm
 - Sponsorship/Presentation – Amanda K. sponsor
 - Will place link on website
 - Q2 Virtual Technician Roundtable planning
 - Date? Week of 22nd of May, shooting for Thursday (25th) Maybe from 12-1pm? Time not solid
 - Sponsorship – Allentown
 - Presentation – Dealing with difficult people? Not exact title. The plan is to watch it as a group virtually.
- **2023 Trade Fair Planning**

Location: UW Horticulture Center
Date: June 15th, 2023, 7am-3pm

 - Committee updates
 - Programs & Nametags: Ashley:
 - Form is ready to go, will adjust times as we have speakers etc. Nametags will be done when registration closes.
 - Registration and CEU: Emily:
 - Registration form is ready, Dave scheduled email blast for members. CEU's need to get ready. Emily will look at AALAS about CEU forms. Dave said Friday (tomorrow) 8-9am registrations will open for everyone.
 - Emily to send out registration reminders about being 6 week out, then 1 month out etc. make sure to do email blast about tech of the year and member of the year.
 - Speakers & Speaker Dinner: Traci
 - 3 confirmed speakers
 - Leadership Request: Vice President - Robert Quinn, DVM, DACLAM attending (waiting on hearing what night he comes into book hotel)
 - Other recruited speakers: Katie Marshall (Refined Handling Techniques), Jamie Lovaglio (Lab bats), Amanda Kizer (as a backup)
 - Maybe check with vendors about if they want to speak, for example, Bioserv and enrichment. La'Akea to check with her.
 - Board members inquiring with research staff at their own organizations for speaker & topic ideas.
 - Email sent to WBAALAS membership soliciting speaker topics/ideas.
 - So far, no responses
 - If we don't get enough speakers, we can have some speakers/talks for 1 hour, give additional time for people to walk between rooms, and give more time for Q&A after talks.
 - Also check at the hutch, Amber and Gordon for sure.
 - Vendors, Tables & Signage: La'Akea and Melissa, Sakara will help out:
 - 4 vendors registered so far, including sponsorship donations.
 - La'Akea has an excel sheet to keep track of vendor registration so we don't oversell space. Sakara and Traci have table sign holders.
 - Many vendor registrations often come in the week of the trade fair.

- Raffle, Prizes & Plaques (Member/Tech of the Year, Scholarship): Sakara:
 - Sent out email, have gotten 1 nominee so far. We will make a certificate for the scholarship winner, not a plaque.
 - Found form for scavenger hunt. Will ask vendors to submit questions for scavenger hunt. We have a scavenger hunt sponsorship, money would be for prizes, name of sponsor should be on form. Prizes depend on amount we get.
 - We should notify vendors to not bring items to raffle to the trade fair and to save them for a raffle at a later date, like at the Summer picnic.
 - Goodies bags: La'Akea:
 - Physical items best. Have spot on registration form to provide goody bag items. No tote bag sponsor yet.
 - Food: Dave
 - Caterers - Laurel Bay locked in. Need final food numbers on June 8th (we will close registration on June 7th).
 - MC: Ashley
 - AV: Mel:
 - No emails on volunteering, does have some volun-tolds to help out. Maybe do 1 hour each. Traci has someone that could help out for part of the day.
- **2023 Summer Picnic**
 - Application and payment went out for reservations at Golden Gardens.
 - August 12th is the date! From 8am-2pm shelter plus 8-9 tables. Send out communications 6 week before.
 - **2024 D8 Update (Ashley R., Traci W.)**
 - Meeting is set to be hosted in downtown Seattle, April-May timeframe
 - Meeting with Linda Broderick and D8 Planning Committee for hotel site visits on 5/11
 - Chairpersons: Mary W. (Meeting Chair), Mia B. (Meeting Co-Chair & Program Chair), Traci W. (Program Co-Chair).
 - D8 meeting will be held every 2 weeks. Thursday's meeting is from 10am-11am via teams. Many different roles are still available to fill. Traci will send out SOP on it to board members.

NEW ITEMS

OLD ITEMS

- **President-Elect Position**
 - Mel volunteered to step in for Sakara as President-Elect when she leaves
 - Need to find another general Board Member: please start asking around.
 - Sakara moving end of October, is willing to stay on if necessary for the end of the year.
 - Mention at the manager and tech round tables that we are looking to fill a board member position.
- **2023 National Meeting Scholarship**
 - Application form sent out, no responses yet
 - 1 sponsor so far.
 - June 5th is the application deadline.
- **Webinars**
 - In person at Novo Nordisk: should still be a good venue
 - Date? Ideally after June when things calm down. Will put off until after trade fair.
 - Which webinar? Allentown or National AALAS webinars

- Sponsor?
- **Newsletter**
 - Q2 newsletter update: Sakara will be getting one out the end of this month. Then will work with Ashley on the next one .
 - Remind people about interview for newsletter.

Next meeting

May 18th is next meeting, 3-4 pm. Traci to end out invite.